

OCEAN CITY
FINANCE DEPARTMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *1186*
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Agency Town of Ocean City		Division/Unit Solid Waste
ITEM NO	DESCRIPTION	RETENTION
1.	C o n s t r u c t i o n F i l e s - Contains: Plans; Vendors; Builders; Correspondence; Instruction Manuals; Invoices; etc.	Retain for 50 years, then destroy.
2.	Vehicle/Scale Files-Contains: Injury/Accidents Reports; repair to vehicles/cost-shows vendor that performed the repairs to vehicle or scales; etc.	Retain for life of equipment plus 3 years, then destroy.
3.	Payroll Reports-Contains: Hours register; Time sheets; etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
4.	Weigh Tickets Landfill-Shows: truck; account; commodity; weight; cost; signature of driver; etc.	Retain for 3 years and until all audit requiremnts have been fulfilled, then destroy.
5.	City placed containers-Containers in use summary reports; location of containers; etc.	Retain for 3 years, then destroy.
6.	S u b j e c t F i l e s - Contain: Correspondence; Equipment work orders; Ordiances; Training; Cardboard container locations; Safety rules; Regulations; log forms; Route sheets; Department of the Environment; Purchase orders; Roll off tonnage tipping fees reports; Time sheets; Trash fees; Recycling information; DOT records; Checkbook stubs etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION DATE <u>2-14-00</u> SIGNATURE <u>[Signature]</u> TYPE NAME <u>Woodrow W. Shockley, Jr.</u> TITLE <u>Solid Waste SUPERINTENDENT</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>APR 11 2000</u> SIGNATURE <u>[Signature]</u>